

U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	ASSISTANT JUDICIAL SECRETARY To the Honorable Mary M. Schroeder Chief Circuit Judge
LOCATION:	Phoenix, Arizona
CLASSIFICATION LEVEL/SALARY:	JS 10 (\$48,407 - \$62,928)
CLOSING DATE:	July 20, 2007
START DATE:	September 4, 2007

ABOUT THE COURT

The Ninth Circuit Court of Appeals hears appeals from the district courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Court has approximately 500 employees in multiple locations throughout the western U.S. Main court offices are located in San Francisco, with divisional offices in Pasadena, Seattle and Portland. For more information about the federal court system, please visit: <http://www.uscourts.gov/>

POSITION OVERVIEW

An assistant judicial secretary to a federal judge is a member of the judge's personal staff. The secretary provides support to the judge, the law clerks and other court personnel as required. The assistant secretary has direct and indirect responsibility for all secretarial and administrative functions necessary to support a judge's court and administrative duties, and to assist in the supervision of the overall clerical operation of the judge's office.

REPRESENTATIVE DUTIES

- ▶ Answer telephones, screen calls and provide callers with information.
- ▶ Receive and assist official visitors.
- ▶ Assist in the operation of the office by establishing and maintaining office records, equipment, and supply inventories.
- ▶ Assist with administrative matters such as travel itineraries, clerical assignments (including dictation transcription) and other duties as required.
- ▶ Assist with case management, including ongoing record retention and follow-up of pending cases. Type draft and final form opinions, bench memoranda, correspondence, and reports integral to the operation of the United States Court of Appeals for the judge and law clerks. Assemble and attach supplemental material as required. Check citations.
- ▶ Prepare case files and materials for shipment to various locations.

REQUIREMENTS

- ▶ Minimum of seven years secretarial or executive assistant experience, five of which must include progressively responsible experience with law-related matters.
- ▶ Ability to type neatly and accurately at 75 wpm; competent in WordPerfect 10; Dictaphone required.
- ▶ Excellent computer skills; familiarity with Internet research and Westlaw desired.
- ▶ Ability to draft correspondence; excellent command of English grammar.
- ▶ Demonstrated organizational and record-keeping ability. Extensive experience preparing itineraries and expense reports.
- ▶ Case management experience; familiarity with bluebook form preferred.
- ▶ Must be a high school graduate; paralegal certificate and/or college degree desired.
- ▶ Ability to lift boxes weighing up to 50 lbs.
- ▶ Minimal travel may be required.

QUALIFICATIONS

- ▶ Knowledge and understanding of the goals and operations of the federal court system.
- ▶ Excellent communication and interpersonal skills (i.e., graciousness, collegiality, etc.)
- ▶ Consummate professionalism, discretion and integrity.
- ▶ Strong preference given to candidates with prior Ninth Circuit or other federal judiciary experience.

BENEFITS

Employees of the Court are at-will employees and are not covered by civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees, including:

- ▶ Coverage under a federal pension plan
- ▶ Employer-matching thrift savings plan (similar to a 401K)
- ▶ Optional enrollment in:
 - Health insurance program with a government contribution
 - Life insurance program with a government contribution
 - Flexible spending program (put away money pre-tax to offset health care premiums, health care expenses, dependent care expenses and commuting expenses)
 - Long-term disability insurance
 - Long-term care insurance (available to employees and eligible family members)
- ▶ Direct deposit is required

APPLICATION INSTRUCTIONS

Please enter the following job code in the subject line of your email: SCH-07

- Mail your resume with a cover letter to: Chambers of the Honorable Mary M. Schroeder, 401 W. Washington Street, Suite 610, Phoenix, AZ 85003-2156
- or email to: Chief_Judge_Schroeder@ca9.uscourts.gov

The U.S. Court of Appeals is an Equal Opportunity Employer.